

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, August 16, 2022

Board Members present: Bob Dutton (RD), Allan Tate (AT), Paul Wittman (PW), Ralph Hammond (RH)

Board Members attending remotely: None

Board Members not present: Tony Melfi (TM),

Staff Members present: Brian Hebert (BH)

Visitors present: None

Visitors attending remotely: None

Board Meeting held at Bedford TV Studio

General meeting was called to order at 11:01 AM

Approval of BCAT Board Meeting Minutes of July 19, 2022

- The minutes of the BCAT Monthly Board meeting of July 19, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.

Executive Director Report Summary

Financial

- Capital purchases
 - G&G Technologies have agreed to the BroadcastPix switcher purchase at the agreed upon price of \$9894.89.
 - A laptop to replace the Production Coordinators current laptop will be purchased next.
- BH & RD met with town about past FY equipment purchases; all have been approved.
- Discussion regarding town's view of the special revenue account funds especially for capital purchases; issue with purchases that were approved in previous FYs.
- AT suggested that BH would have all purchases in process by end of current FY.
- Next items for replacement are the older studio cameras.

Operations

- Summer intern, John McCulloch has been directing the weekly BTV News show as well as filming and editing his own personal project (interviewed a local college band) to be finished before he goes back to school in September.
- Jenn Puhle working on new employee handbook; most changes are minor.
 - Details on changes are in the Administrator Report.
 - Question on who approves changes: Board must approve after BH approves.
 - Discussion on size of the handbook.
- BH proposed a change to the period after which vacation time increases:
 - Suggestion to reduce period from 5 years to 2 or 3 years as an incentive for employees to stay working at Bedford TV longer.
 - Board agreed with the suggestion that BH will make the decision whether to change or not.

Classes

- Classes submitted to Recreation Department for fall:
 - Submitted form to Nikki Taylor at the Rec Department for two fall classes for grades 3-5 and 6-8 students - One starting 9/21 and the other 9/22.

- These paid classes will meet every Wednesday and Thursday for 5 weeks.
- Nikki will keep us posted on enrolment as we get closer to the first class.
- RH volunteered to help with the classes.

Outreach

- BH contacted Bedford Farms Ice Cream about community partnership and ice cream social event.
 - BH suggested a corn hole tournament.
 - RD suggested including ways to tie in TV.
 - BH suggested to have them come to studio to show them the capabilities.
 - No response from Bedford Farms yet.
- RD/RH suggested doing tour of the Bedford historical society; discussion on this.
- No trivia night due to the lack of interest.
- RD suggested contacting Flat Bread regarding holding a donation night event.
- Contacting organizations to gain sponsorships for upcoming high school sports teams.
 - Adding logos to social media posts before and after every game.

Productions

- 8/19 – Podcast: Lessons we can take from today.
- 8/18 – Bedford Common (at 6 PM on Thursday).
- 8/22 – League of Women Voters Candidate Forum via Zoom.
- High School Sports –10 games (Volleyball, Soccer, Field Hockey).
 - Preparing for Football – 5 home games - first on 9/30.
- Government Meetings (Remote and In-Person).

Upcoming Deadlines/Notices

- Bedford day:
 - Preparing plans for booth.
 - May try to set up green screen to draw people in.
 - AT and PW to do live streamed narration of parade again this year.

Old Business

- None

New business

- Strategic Discussion
 - RD met with Town Manager and brought up grant agreement; what happens when grant expires at end of FY.
 - This was on the Select Board agenda for their strategic planning meeting.
 - RD discussed how can we increase fundraising.
 - RD asked if we have any BTV marketing items to give out for donations.
 - AT suggested setting up option for people to do subscription contribution to BTV; and advertising it.
- Ascertainment Process
 - The Town held a meeting which was monitored by some Board members; most comments were favorable.
- Financial Planning
 - Discussion on some financial planning spreadsheets.
- Candidates for Board Membership

- RD contacted some parents of students who are involved with BTV.
- Suggestion was made that we contact some parents of new students in fall classes to see if they are interested in joining the Board.

Meeting Adjourned: 12:16 PM

Next Monthly Board Meeting: Tuesday, September 20, 2022, at 11:00 AM

Prepared by: Paul Wittman, Clerk

Paul Wittman

Signed 2022-09-20